

**Subject:** Re: Insurance Questions  
**From:** Brooke Rios <brios@newlosangeles.org>  
**Date:** 1/23/19, 1:23 PM  
**To:** Xochitl Lira <xlira@newlosangeles.org>

Yes! Please!

On Wed, Jan 23, 2019 at 1:21 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

Hi. I'm going to remove you from these emails and involve Doris when it comes to things like fire alarm beeping.

Is that fine? Or do you want to get her emails?

Xochitl

On Jan 23, 2019, at 1:14 PM, Sandra Giet <sandra.giet@gmail.com> wrote:

Great thank you.  
Can you tell me the update on the fire alarm issue?

On Wed, Jan 23, 2019, 12:50 PM Xochitl Lira <xlira@newlosangeles.org> wrote:

Hi Sandra,

See my responses in green below. Also, please make sure to add us and owner as additionally insured. Thank you!

On Wed, Jan 16, 2019 at 8:01 PM Sandra Giet <sandra.giet@gmail.com> wrote:

Hi Xochitl,  
We are in the process of getting our own insurance policy for your facility.  
Would you please send us the answers to the bolded questions? I can do the others. I'm assuming Landlord would be the owner, not the school.  
Thanks,  
Sandra

Account Name: Vineyard Christian Fellowship Westside  
Policy # 04M5A0383311

- Physical address of building:
- Effective date of occupancy:
- Occupancy Use (Sanctuary, Sunday School, Office, Parsonage, etc):
- Are you the building owner or tenant:
- Name & Address of landlord: Dosaj, Phyllis Tr and Adams, Allen
- Actual square footage used by congregation:
- Total square footage of building: 33,794

Re: Insurance Questions

- Amount of contents value:
- Year building was constructed: 1959
- Type of building construction (frame with stucco, etc.): Brick exterior walls
- Type of roof (shingles, tile, etc.): flat composite roofing
- Number of stories:
  
- Years of building updates:
  - \* Plumbing 2010
  - \* Electrical 2010
  - \* Roofing 2010
  - \* Heating 2010
- Does the building have:
  - \* Fire sprinkler system: Yes
  - \* Smoke detectors on each floor: Yes
  - \* Burglar alarm? Yes
- Please send pictures of both the front & back of the outside of the building

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Re: Insurance Questions